



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
P.O. Box 44000 • Olympia, Washington 98504-4000

NEW LETTER

January 1, 2005

Bill Smith
Smith's Manufacturing
100 Green Street
Olympia, WA 98501

Dear Mr. Smith:

Do you have new employees - or employees who have new job duties?

If so, please call us for help before adding new risk classifications or rates to your quarterly reports.

Your company's rates must be individually calculated by your account manager.

Sincerely,

Karen Jones
Account Supervisor